

**UNITED STATES BANKRUPTCY COURT  
SOUTHERN DISTRICT OF INDIANA**

IN RE:

STANDING ORDER RELATING TO  
SUBMISSION OF ELECTRONIC  
ORDERS

STANDING ORDER NO. 04-0004

**ORDER**

**IT IS ORDERED** that all electronic Orders must conform to the following format requirements (See "Example A" attached to this Standing Order):

- (1) The top margin on the **first page** must be four (4) inches. All other pages of the Order will have a top margin of one (1) inch.
- (2) To assist the Court in verifying that the entire body of the submitted Order has been properly transmitted, the **last line** in the Order must be three (3) pound symbols (###) centered in the middle of the page to indicate the Order is completed.
- (3) A line for the date and a signature line for the Judge is omitted. All Orders will be signed electronically by the Judge in the space provided by the top margin on the first page.
- (4) All Orders prepared by legal counsel shall indicate the name of the law firm, name of the attorney responsible for the Order, mailing address and phone number for the firm and, if desired, the fax number and/or e-mail address. This information shall be included on the Order, **after** the line containing the three (3) pound symbols (###).
- (5) If the submitting party wishes to indicate to whom copies of the signed Order should be sent, these parties' names and addresses shall be included on the Order, **after** the line containing the three (3) pound symbols (###).

Orders may be submitted using this format immediately; however, all Orders must comply with this format effective on or after October 12, 2004.

The Clerk of the Court may reject any Order that does not comply with this Standing Order on or after October 12, 2004.

DATED: 9-10-04

FOR THE COURT:



Basil H. Lorch, III, Chief Bankruptcy Judge

**UNITED STATES BANKRUPTCY COURT  
SOUTHERN DISTRICT OF INDIANA  
\_\_\_\_\_ DIVISION**

**IN RE:**

**DEBTOR(S)**

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**CASE NO.**

**TITLE OF ORDER**

(Body of Order)

(Body of Order - continued)

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Name of Law Firm

Name of Attorney (responsible for Order)

Mailing Address

Phone Number for Firm

Fax Number and/or E-Mail Address (if desired)

**DISTRIBUTION:**

Name(s) and Addresses(s) (parties to receive copies of signed Order)